

Milford Police Station Building Design Commitee

Meeting Minutes: 6/10/2004

Attendance:

Mary Albina: Y
Katie Chambers: Y
Kent Chappell: N
Gary Daniels: Y
Geri Dickerman: Y
Chief Douglas: Y

Captain Fortin: N
Craig Frye: N
Jessica Hejtmanek: Y
Bill Kokko: Y
Bill Parker: N
Steve Sareault: Y
Joe Stella: Y

Chairman Stella called the meeting to order at 7pm.

A motion to accept the 6/3/04 meeting minutes and was seconded. The motion carried.

The meeting began with a discussion of the questions that the committee will ask the candidate architects. The Committee continued its discussion from the week prior about whether or not it wanted to provide the candidates one or two more complex questions in advance of the interview so that the architects will have time to prepare an answer. A suggestion was made to ask the candidates how they each came up with their fee schedule. Steve noted that fees structures are all so very different and suggested that we ask the candidates if they are able to refine their fee structure. After further discussion the Committee decided that it would like the question included in the letter to read: "The town will be looking to review and refine the scope of work and the associate fee. Please be prepared to discuss this at the time of the interview".

Chief Douglas asked when the Committee should bring forward the idea of including a basement and whether or not it makes a difference in terms of price.

Joe asked Katie to draft and send the letter that would inform them that the interviews will be held on June 16 and 17, 2004 and that they will be one hour long, with 30 minutes for presentation and 30 minutes for Q&A and that they will be located at the current police station.

Conversation then turned to the draft questions that had been compiled by Mary and Jessica and sent by email to the members of the Committee. After some discussion, the group decided upon the following questions:

1. TO READ: What do you know about Milford: its demographics, its culture, where its been, where its going?
2. TO READ: How much time will your firm spend with the police department team?
3. TO READ: What architectural features do you build into the design that specifically address the needs of the police dept., //what are design needs of for instance the booking room or evidence room?
4. TO READ: Tell us about your experience with police and safety complex construction in particular, since 911 and since the change in building codes.
5. TO READ: Are the individuals provided in your proposal and presenting today those who will be working on this project?
6. TO READ: Should problems arise on this project, what is your process for resolving them?
7. TO READ: Do you have any active or recent litigation against you?
8. TO READ: How will you control the design and project budgets and schedule (ask for clarification about sub-consultants).
9. TO READ: How do you handles disputes amongst subcontractors?
10. TO READ: What is your experience with the different project delivery methods and which do you prefer or recommend? Which firms have you worked with in the past?
11. TO READ: Do you have anything else to add or any questions for the Committee?

All members agreed on the above noted list of questions.

Meeting was adjourned at 9:05pm.

Respectfully submitted,

Jessica Hejtmanek
Committee Secretary